**Terms of Reference**

**Position:** Senior Safeguard Specialist

**Reports to:** Chief Operating Officer

**Location:** Phnom Penh, Cambodia

**Duration:** Initially 1 year, with the possibility of extension

**Employment Type:** Full-time

**Contractual Arrangement: Open to Cambodian citizens and foreign nationals with permits to work and reside in Cambodia**

**Remuneration:** Competitive salary based on qualifications and experience in line with CAPRED’s salary scale

**Program Background**

***Are you a team player who thrives in a fast-paced environment? Are you looking to grow and develop your skills in the development sector? Join our dynamic team to support sustainable, resilient and inclusive development.***

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI); Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

The Senior Safeguard Specialist plays a critical role in ensuring adherence to the Department of Foreign Affairs and Trade (DFAT)’s and CAPRED’s safeguarding policies, particularly concerning Child Protection (CP), Preventing Sexual Exploitation, Abuse, and Harassment (PSEAH), modern slavery, and overall risk mitigation. Safeguarding is critical component of the overall CAPRED’s Environmental and Social Management System (ESMS).

**Position Summary**

The Senior Safeguard Specialist is responsible for developing, implementing, and monitoring safeguarding policies across all CAPRED activities and downstream partners. This includes ensuring DFAT compliance, conducting risk assessments, training staff and partners, and strengthening reporting mechanisms for safeguarding concerns.

The role demands technical expertise in safeguarding, an ability to work with diverse stakeholders, and proactive leadership to create a culture of zero tolerance for harm.

**Roles and Responsibilities**

**Leadership**

* Ensure CAPRED’s compliance with DFAT and CAPRED’s policies on Child Protection, PSEAH, Modern Slavery, and other social safeguarding.
* Update safeguarding frameworks, where necessary, ensuring integration into CAPRED’s operations, policies, and programming.
* Lead the implementation and monitoring of CAPRED’s safeguarding policies, especially Child Protection and PSEAH policies.
* Oversee internal compliance audits/review and risk (re)assessments to identify safeguarding gaps and recommend corrective actions.

**Technical**

**Capacity Building & Training**

* Design and deliver regular training and awareness sessions for staff, partners, and stakeholders on safeguarding policies and DFAT compliance.
* Provide technical guidance to program teams on embedding safeguarding best practices in CAPRED initiatives.
* Manage relevant third-party training service provider(s) to ensure quality and effectiveness of safeguarding implementation.

**Risk Management & Incident Response**

* Conduct risk assessments for CAPRED activities and ensure mitigation strategies are in place.
* Develop incident reporting mechanisms and ensure staff and partners understand reporting procedures.
* Oversee the confidential handling of safeguarding incidents, ensuring appropriate response protocols are followed.
* Collaborate with legal and compliance teams to investigate and address safeguarding violations.

**Safeguard Performance Evaluation and Reporting**

* Develop a performance measurement framework to track safeguarding compliance and impact.
* Ensure regular reporting on safeguarding risks, incidents, and corrective measures to CAPRED management and DFAT.
* Document, prepare and present periodic safeguarding reports/risk register for internal and external stakeholders.

**Stakeholder Engagement**

* Act as CAPRED’s focal point for safeguarding engagements with DFAT, government agencies, NGOs, and private sector partners.
* Coordinate with other CAPRED resources to ensure a robust implementation of the Environmental and Social Management System (ESMS).
* Coordinate with internal (Cowater) risk committee and external social service providers when necessary to ensure appropriate case handling.

**Selection Criteria**

**Essential Qualifications & Experience**

* Degree in Social Work, Law, Human Rights, International Development, or a related field (Postgraduate qualifications preferred).
* Minimum **8 years** of experience in safeguarding, child protection, gender-based violence (GBV), or PSEAH within an international development, NGO, or government setting.
* Strong knowledge of DFAT safeguarding policies (Child Protection and PSEAH).
* Experience in policy implementation, compliance monitoring, and risk assessments.
* Demonstrated ability to train and build capacity among staff and partners.
* Experience handling safeguarding incidents with confidentiality and ethical sensitivity.
* Strong stakeholder engagement skills with government agencies, NGOs, development and private sector partners.
* Excellent written and verbal communication skills in English.

**Desirable Criteria**

* Experience working in Cambodia or Southeast Asia on safeguarding-related initiatives.
* Knowledge of gender equality, disability inclusion, and social protection policies.
* Familiarity with international safeguarding standards (e.g., UN, WHO, IASC).

This is a full-time position with attractive monthly remuneration package being commensurate with qualifications and experience.

**Closing Date: 9 March 2025**

**How to apply**

Please send your cover letter and CV with your name and contact details (phone and email) to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you are applying for in the subject line **“Senior Safeguard Specialist”**. Preferred candidates will subsequently be asked to provide three professional referees and their expected remuneration.

*Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

Only applicants shortlisted will be contacted for an interview.